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TRANSMITTAL SLIP	DATE

TO: OL/P+PS

ROOM NO.	BUILDING

REMARKS:

2nd Pass. to
MBR typed as
✓ OK

FROM:

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241 REPLACES FORM 36-8 (47)
1 FEB 55 WHICH MAY BE USED

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Office: OL/SD/OSB
Objective Statement: Develop a purification program to improve the viability of the ICS Data Base prior to implementation of LIMS
Responsible Officer:
Significant Funding Amount: $_____ FY_____
Quarter Ending: 30 June 1983

O — Scheduled
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Purge requisition suspense file of dead records and followup with a semiannual reconciliation program to preclude reoccurrence			0X			0X			0X			0
Develop and implement a program to purge slow/nonmoving items from the inventory									X			0
Clean-up the warehouse locations in the ICS and develop a program for daily maintenance									0X			0
Expand the inventory and inspection responsibility to include an audit function									X			0

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NARRATIVE REPORT

PERIOD: 1 April - 30 June 1983

DEVELOP A PURIFICATION PROGRAM TO IMPROVE VIABILITY OF ICS DATA BASE

PRIOR TO IMPLEMENTATION OF LIMS (CIRCA 1985)

Activity 1: Requisition Suspense File Clean-up

1. ACTIVITY THIS PERIOD

The ICS Requisition Suspense File cleanup program was developed, and the initial testing was completed in October 1982. Of a total of 2,240 open suspense records covering the period 1975-1981, 1,400 records were purged as being completed or no longer required by the customer. In March 1983, the program, files, and supporting documentation from the initial purge were turned over to Supply Management Branch for monitoring on a continual basis.

2. PROBLEMS AND SHORTFALLS

The primary shortfall on the continuing maintenance of this objective is manpower, allocations, and the pressures to meet higher priority operational requirements on a daily basis.

3. PLANS FOR THE NEXT PERIOD

a. Purge inventories of material included in Excess List No. 153.

b. Continue on a routine basis the review of this material in the normal course of ongoing responsibilities of SMB.

4. LONG-TERM OUTLOOK

Guarded.

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Activity 2: Develop and implement a program to purge slow/non-moving items from the inventory

1. ACTIVITY THIS PERIOD

As a result of the analysis conducted during the previous two quarters, all materiel identified as obsolete and/or non-moving were placed into Allocation 16 and included in Excess List No. 153 published on 24 May 1983. This Excess List consisted of an excess of 3000 line items of material and was the largest ever issued for general distribution throughout the Agency.

2. PROBLEMS AND SHORTFALLS

The primary shortfall on the continuing maintenance of this objective is manpower, allocations, and the pressures to meet higher priority operational requirements on a daily basis.

3. PLANS FOR THE NEXT PERIOD

a. Purge inventories of material included in Excess List No. 153.

b. Continue on a routine basis the review of this material in the normal course of ongoing responsibilities of SMB.

4. LONG-TERM OUTLOOK

Guarded

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NARRATIVE REPORT

PERIOD 1 April - 30 June 1983

Activity 3: Clean-up the warehouse locations in the ICS and develop a program for daily maintenance

1. ACTIVITY THIS PERIOD

As part of the audit function of the Inventory & Audit Section, OSB, 375 line items were identified and verified for relocation at Central Depot. A combination of 262 deletions and additions were processed during February-March 1983. This function has been turned over to [redacted] to maintain and update on a continual basis.

2. PROBLEMS AND SHORTFALLS

None at this time.

3. PLANS FOR THE NEXT PERIOD

I&AS will continue to spot check [redacted] stock locations in conjunction with scheduled inventories.

4. LONG-TERM OUTLOOK

Good.

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NARRATIVE REPORT

PERIOD: 1 April - 30 June 1983

Activity 4: Expand the Inventory and Inspection responsibility to include an audit function

1. ACTIVITY THIS PERIOD

Staffing for the Inventory and Audit Section (I&AS), OSB, is now complete with a complement of five officers. Three of the newly assigned personnel are presently training on the job to learn the various functions and operation of the Inventory Control System. Scheduled monthly inventories of Central Depot stock are being systematically increased in scope as the personnel become more proficient in conducting inventories and resolving discrepancies.

2. PROBLEMS AND SHORTFALLS

None.

3. PLANS FOR THE NEXT PERIOD

I&AS personnel will be tasked to perform section audits of the various [redacted] elements to ensure compliance with Logistics and Supply Division instructions and policies.

4. LONG-TERM OUTLOOK

Good.

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Office: OL/SD/SMB

Objective Statement: Feasibility study and recommendations for efficient repair and return of equipment

Responsible Officer:

Significant Funding Amount: $_____ FY_____

Quarter Ending: 30 June 1983

O — Scheduled
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Review current procedures for the repair and return of materiel												0
Evaluate alternative methods to include the request to return, receipt, repair and return of materiel to the customer (Dec 83)												
Submit recommendations to the Chief, Supply Division (Jan 84)												

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It has been decided that the entire process of repair and return of materiel be reevaluated with the possible formation of a task force to include personnel from Procurement, [redacted] STAT and Supply Division.

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Office: OL/SD/CD/MFB

Objective Statement: Establish a program to monitor usage of packaging supplies and material on a yearly basis, including a reorder cycle

Responsible Officer:

Significant Funding Am [redacted] FY Jim Wallace

Quarter Ending: 30 June 1983

O — Scheduled
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Conduct a feasibility study in conjunction with Data Control Branch, SD/OL			X									
Request OL/SD/DCB approach Systems Analysis Branch with recommendations for presentation to the Office of Data Processing						OX						
Review and planning period in coordination with DCB, SAB, and ODP							OX					
Conduct test run of program								O-	- - - -	- - - -	- O	

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NARRATIVE REPORT

PERIOD: 1 April - 30 June 1983

ESTABLISH A PROGRAM TO MONITOR USAGE OF PACKAGING SUPPLIES AND MATERIAL ON A YEARLY BASIS, INCLUDING A REORDER CYCLE

1. ACTIVITY THIS PERIOD

Data Control Branch has made the determination to establish the program in-house. DCB personnel spent some time [redacted] in April to test the program.

2. PROBLEMS AND SHORTFALLS

A programming problem developed which will delay conducting of the test until some time in August.

3. PLANS FOR THE NEXT PERIOD

Data Control Branch personnel plan to visit [redacted] some time in July to set up the system. They will test the system with [redacted] personnel in August.

4. LONG-TERM OUTLOOK

Good. This objective is running slightly behind schedule at this time.

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Office: OL/SD/CD/MFB

Objective Statement: Handling, storage, and disposal of hazardous waste materials

Responsible Officer: [redacted]

Significant Funding Amount: $_____ FY_____

Quarter Ending: 30 June 1983

O — Scheduled
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Compile inventory of all hazardous waste materials for disposal that are currently held [redacted]		X										
Participate in joint discussions with Agency components for development of pertinent Agency regulations governing transportation, storage, or disposal of hazardous waste materials						O----	----	----	-X			
Participate in joint discussions with the Environmental Protection Agency in regard to the assignment of an EPA authorization number, temporary or permanent, to the [redacted] facility		X										
Develop sources of EPA authorized commercial vendors or facilities with transport of disposal capabilities						OX						
Implement disposal procedures as appropriate							OX					

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NARRATIVE REPORT

PERIOD: 1 April - 30 June 1983

HANDLING, STORAGE, AND DISPOSAL OF HAZARDOUS WASTE MATERIALS

1. ACTIVITY THIS PERIOD

Chemical waste was disposed of in mid-April [redacted] An additional accumulation of chemical waste will be disposed of in early August.

2. PROBLEMS AND SHORTFALLS

None at this time.

3. PLANS FOR THE NEXT PERIOD

Dispose of additional chemical waste some time in August.

4. LONG-TERM OUTLOOK

Good. For all intents and purposes this objective is now complete as this will be an ongoing type activity.

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